

To order for CAT Show

1- Bolt of white felt

2- muslin

→ 3- green nylon fish line (tie down bunnies)

→ 4 Ad trays for Silium Gel.

✓ 5- Sand for sandbags.

✓ 6- Repaint examination lights

✓ → 7- 3-PA markers

EXAM TABLES

~~Rolling tables~~

lights

12.7

~~Repair Woodman by Feb 15~~

~~Paints~~

~~White Paper (2 nd sheet)~~  
~~large envelopes~~

35 bags

x 1.5 lbs.

155

35

505



1/3/75

write Brief annual report - statistics only - <sup>main</sup> 2 double  
spaced typed  
pgs

1/3/75

12,000 sq. ft. req. for CAT show

85% agr. (4 1/2% vs)

3 main gallery

SE, S corridor, entire E Wing, 1/3 Kirkwood Hall -

Lindsay - Fri lect 10 AM  
in main gallery

serve - mid West, S West,  
only mt & West Coast -

look at paper in rm. 15  
(? of removing wrinkling)

hrs: open Mondays 10-5 PM

T - Fri eve - 10 AM - 9 PM

WTh S - 10 - 5 PM

SUN - 10 to 2 pm for special groups -

Security: "cke & tight"

Preview opening Apr. 19 (Society of Fellows) invitation only

Sun Apr. 20 (special opening 10-2) → Fellows  
2-6 (open to public)

? of cafeteria facilities available during installation?

1 1/2 hrs. - for one person to view exhibit - 385 objects  
control groups of 25 in Toronto -

3.50 @ catalogue

Security badges for exhibit

Exhibition office - Sandy Williams, doc stock - in Print Room -

financed by Rath Endowment for the Humanities → cat show  
50¢ admission free



~~TRUCK~~ 120 x 70 cm

? of Polaroid? ? of Mac coming out? ? Mike to tie down objects?

Parker must go to WDC to observe -

? of wiring Shere Weil? BKB? (to take pic for exam)

\* white cuticula tubes regist. car's duties // ?? tie down Teams ??  
= green nylon fish line

verd-a-ray } get specifics on Rh + silver gel for cases } for bronzes  
? of cleaning inside of inner boxes } twist after  
Xerox packing list } threading  
needle -

get cases ready for direct installation after examination  
(no holding areas)

at least 24 sandbags - muslin covering 12" long x 2-3" wide  
partially filled -

lots of foam -

need 4 large wheeled carts - 3" deep trays 4" wheels - elect.  
@ styrofoam padding + silver tape  
(for Mac?)

expert - - 60 hr. work -

\* examination lights - ~~2 portable units @ tubular stand~~

~~roll of white felt~~

2 flash lights

~~has 4 fluorescent~~

~~4 rubber wheels~~

~~? cloth measuring tape?~~

have: pointed scalpel no. 11 small pointed scissors  
pointed dipstick probe - 3x head loop - soft dusting brush  
fisher brand ~~anti PVC disposable gloves~~

unparking + examining tables felt lined + covered @ muslin -

Team to clean floor / 2 teams of 4 packers for



WILLIAM ROCKHILL NELSON GALLERY OF ART

The William Rockhill Nelson Trust

ATKINS MUSEUM OF FINE ARTS

4525 OAK STREET

KANSAS CITY, MISSOURI 64111

(816) 561-4000

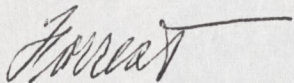
January 27, 1975

Ms. Phoebe Dent Weil  
Box 1105  
Washington University  
St. Louis, Missouri 63130

Dear Phoebe:

Marc Wilson has just reviewed his budget, and has found that we have already overextended our allotment for the CAT show. We do not have the funds to bring you here for the installation. Needless to say, I am very disappointed at this turn of events. I am sorry to let you (and us) down, but the budget limitations are out of our control.

My best to you,



Forrest R. Bailey  
Resident Conservator

FRB-bk



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Resident Conservator

FRB-bk



CONFIDENTIAL

MEMO

TO: Sherwood Songer

February 27, 1975

FROM: Marc F. Wilson

*Insulation fill*

The following items occurred to me as requiring immediate attention in my absence.

- 1) Please hire Mike Hagler to mask the wainscoting and cove of Galleries I, IV, XII and XI. I do not trust anyone else to mask carefully, without damaging the paint underneath. Once he has masked, then he may prepare the walls for painting by first removing, with appropriate solvent, traces of wax, oil and adhesive. He should proceed to paint the cloth walls of those galleries. Gallery I and III should be light blue 8-71. Gallery XII and XI should be dark blue 30-55.
- 2) It is imperative that we have full delivery of all cases from weaver and McCarn by March 20. They should of course deliver this in groups as they are finished. The first group about the 10th, and the entire order by the 20th.
- 3) The light fixtures for many of the built-in cases should have been installed before the sheetrock was put up. Thus Leon's work has been made more difficult because we have boxed him in. These lights (small stebers or porcelain equivalent) have to be dropped in on a frame through the ceiling. We therefore require a catwalk on the ceiling of the Kirkwood Hall complex so that Leon can have ready passage from opening to opening. The catwalk may be as little as 16" wide to conserve plywood. But in front of a case opening all Leon 2 feet of width and make it as long as the opening. Ask Mr. Pasely to work out the system of catwalk with Leon.
- 4) Please order 25 lbs. of tan aquarium pebbles. They should be washed and dried.
- 5) Please order the 1/8" steel plates to be attached to the free-standing case pedestal in Kirkwood Hall, Central Loan Gallery and North Loan Gallery. The pedestal cases contain items 37, 58, 89, 90, 91, 92, 79, 97, 98, 201 and 204. I believe these cases have been designated these object numbers.



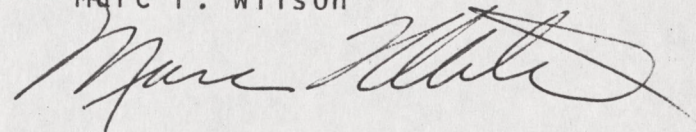
6) The pedestal shall have the following paint applied to them. Those containing items 37, 58 shall be dark brown. Those containing 79, 89, 90, 91 and 92, 97, 98, 204, 201 and 246 shall be 14-1 white. The following pedestal shall be painted light blue: those containing 117, 118, 139 and 172. The pedestal containing item 136 shall be painted grey to match the north corridor. The pedestal containing 264 and 273 shall be painted dark blue 30-55. The color shall remain in abeyance for the following 3 pedestals: those containing 309, 310-311, 312-313, all of which are to be placed in Gallery XIII. 8-71

7) Notification of termination of our contract with Brunning for the rental of the blueprint machine should be mailed on March 20. Our contract calls for 30 days notification.

8) I have talked with Stan Kramer of KCMO-TV. We have agreed to have available an extra guard to accompany him and his crew after hours on this Friday, February 28. Would you please make necessary arrangements. Stan will inform you or Rob by Friday noon of his decision to stay late or leave at 5. I also understand Kramer will be here today with his TV crew.

MFW/d

Marc F. Wilson







ALLIED VAN LINES

# ORDER FOR SERVICE

P.O. BOX 4403, CHICAGO, ILLINOIS 60680 / PHONE: 312-344-8700

CARRIER REG. NO.

3-25-75

TO (CARRIER'S AGENT) <b>Security Storage Company of Washington</b>		AGENT FOR ALLIED VAN LINES, INC.	
STREET ADDRESS OF AGENT <b>1701 Florida Avenue, N.W.</b>		CITY & STATE <b>Washington, D.C.</b>	PHONE <b>20009 234-5600</b>
FROM SHIPPER OR HIS REPRESENTATIVE <b>MR. MARC Wilson</b>		ASSOCIATED WITH <b>Nelson Gallery - Atkinson Museum</b>	
STREET ADDRESS OF SHIPPER OR HIS REPRESENTATIVE <b>4525 OAK Street</b>		CITY & STATE <b>KANSAS City, Mo.</b>	PHONE <b>64111 561-4000</b>

## INTERLINE CARRIER & ADDRESS

SHIP ☐ C.O.D. ☐ PREPAID ☒ CHARGE VIA ALLIED VAN LINES, INC. SUBJECT TO CARRIER'S APPLICABLE TARIFFS, TERMS AND CONDITIONS OF THE UNIFORM HOUSEHOLD GOODS BILL OF LADING AND SHIPPER'S DECLARATION OF VALUE STATED HEREIN:

☐ HOUSEHOLD GOODS ☐ STORE, OFFICE, INSTITUTION ☐ DISPLAY, EXHIBITS ☐ ELECTRONICS ☒ OTHER: **Packed Plexi-Glass**

SHIPPER <b>Nelson Gallery</b>		DESTINATION <b>Nelson Gallery - Atkinson Museum</b>	
LOADING ADDR. <b>6th &amp; CONST Ave N.W.</b>		DELIVERY ADDR. <b>4525 OAK ST</b>	
<input type="checkbox"/> HSE. <input type="checkbox"/> APT. <input checked="" type="checkbox"/> OFC. <input type="checkbox"/> FLR. <input type="checkbox"/> ELEV. <input checked="" type="checkbox"/> WHSE.	<input type="checkbox"/> HSE. <input type="checkbox"/> APT. <input checked="" type="checkbox"/> OFC. <input type="checkbox"/> FLR. <input type="checkbox"/> ELEV. <input checked="" type="checkbox"/> WHSE.		
CITY, STATE <b>Washington, D.C.</b>	PHONE <b>RE7-4215</b>	CITY, STATE <b>KANSAS City, Mo.</b>	PHONE <b>561-4000</b>
AGREED PACKING DATES <b>4/7-8 4/6 4/7-8</b>		IF NECESSARY NOTIFY	
AGREED LOADING PERIOD		ADDRESS	
AGREED DELIVERY PERIOD		CITY, STATE	

CARRIER IS AUTHORIZED TO PERFORM ADDITIONAL SERVICES AS INDICATED:

PACKING & UNPACKING  
OWNER WILL PERFORM PACKING ☒ UNPACKING ☐  
CARRIER TO PERFORM COMPLETE PACKING SERVICE ☐  
PARTIAL PACKING OR UNPACKING TO BE PERFORMED BY CARRIER ☐  
(SPECIFY WHICH & DESCRIBE)

**Packaged Plexi-Glass**

☐ STORAGE IN TRANSIT ☐ ORIGIN ☐ DESTINATION  
AT \_\_\_\_\_ WHSE. FOR \_\_\_\_\_ DAYS  
☐ APPLIANCE SERVICE ☐ ORIGIN ☐ DESTINATION  
LIST APPLIANCES  
☐ EXPEDITED SERVICE ORDERED BY SHIPPER  
DELIVERY ON OR BEFORE \_\_\_\_\_  
☒ EXCLUSIVE USE OF **3000** CU. FT. VEHICLE  
☐ NOTIFICATION OF CHARGES AT SHIPPER'S EXPENSE. ☐ SPACE RESERVATION \_\_\_\_\_ CU. FT. ORDERED  
**AS \$2,000 minimum**

OTHER SERVICES REQUESTED (EXPLAIN)

## APPOINTMENT OF SHIPPER'S AGENT

IF UNABLE TO BE PRESENT AT ORIGIN AT TIME OF LOADING,

I HEREBY AUTHORIZE (NAME) \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

TO ACT AS MY AGENT TO TENDER MY SHIPMENT TO THE CARRIER, TO RELEASE AND DECLARE ITS VALUE, AND TO HANDLE ALL OTHER DETAILS INCIDENTAL TO THE MOVE

SHIPPER X \_\_\_\_\_

LOCATION OF CERTIFIED SCALE TO BE USED AT ORIGIN

**Washington D.C.**

ADDITIONAL INFORMATION OR REMARKS

**Local Acct #59270**

## DECLARATION OF VALUE

UNLESS THE SHIPPER EXPRESSLY RELEASES THE SHIPMENT TO A VALUE OF 60 CENTS PER POUND PER ARTICLE, THE CARRIER'S MAXIMUM LIABILITY FOR LOSS AND DAMAGE SHALL BE EITHER THE LUMP SUM VALUE DECLARED BY THE SHIPPER OR AN AMOUNT EQUAL TO \$1.25 FOR EACH POUND OF WEIGHT IN THE SHIPMENT, WHICHEVER IS GREATER.

THE SHIPMENT WILL MOVE SUBJECT TO THE RULES AND CONDITIONS OF THE CARRIER'S TARIFF. SHIPPER HEREBY RELEASES THE ENTIRE SHIPMENT TO A VALUE NOT EXCEEDING

(TO BE COMPLETED BY THE PERSON SIGNING BELOW)

NOTICE: THE SHIPPER SIGNING THIS CONTRACT MUST INSERT IN THE SPACE ABOVE, IN HIS OWN HANDWRITING, EITHER HIS DECLARATION OF THE ACTUAL VALUE OF THE SHIPMENT, OR THE WORDS "60 cents per pound per article." OTHERWISE, THE SHIPMENT WILL BE DEEMED RELEASED TO A MAXIMUM VALUE EQUAL TO \$1.25 TIMES THE WEIGHT OF THE SHIPMENT IN POUNDS.

DATE

SHIPPER

## AVL/SERVICING AGENTS

ORIGIN AGENT	<b>Security Storage Co.</b>	CODE NO.	<b>N21360</b>
CITY, STATE	<b>Washington D.C.</b>	PHONE	<b>797-5615</b>
DESTINATION AGENT	<b>ABC Whse Co.</b>	CODE NO.	<b>C-00060</b>
CITY, STATE	<b>KANSAS City, Mo.</b>	PHONE	<b>753-0123</b>
BOOKING AGENT	<b>Security Storage Co.</b>	CODE NO.	<b>N21360</b>
CITY, STATE	<b>Washington D.C.</b>	PHONE	<b>797-5615</b>
ISSUING AGENT	<b>CS Reid</b>	TITLE	<b>asst. v.p.</b>

☐ NO ESTIMATE REQUESTED

AMOUNT OF ESTIMATED CHARGES \$ **3484.60**

IF C.O.D., MAXIMUM AMOUNT REQUIRED, PRIOR TO DELIVERY, IN CASH, CERTIFIED CHECK OR MONEY ORDER IS ESTIMATE PLUS 10%; \$ **3833.06**

BALANCE REQUIRED TO BE PAID WITHIN 15 DAYS EXCLUDING SAT., SUN., AND HOLIDAYS  
HEREBY AUTHORIZE INDICATED SERVICES TO BE PERFORMED:

SIGNATURE OF SHIPPER OR HIS REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE NOT REQUIRED IF CREDIT HAS BEEN EXTENDED BY THE CARRIER AND WRITTEN WAIVER HAS BEEN OBTAINED FROM SHIPPER OR HIS REPRESENTATIVE

## 1. ORIGINAL - ALLIED'S COPY

Booker/Origin Agents Insert AVL Reg. No. and attach to shipping documents. Must be affixed to No. 3 copy of F/B and forwarded to AVL Revenue Distribution, Broadview, Ill.

REV. 6/73 AVL CODE NO. 1512  
PRINTED IN U.S.A.



PHILIP LARNER GORE  
PRESIDENT

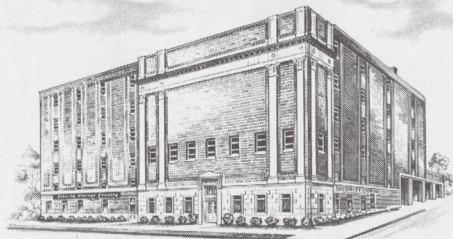
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JOHN H. CORNWELL  
SECRETARY

ROBERT A. GUBISCH  
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SINCE 1890 THE STANDARD OF EXCELLENCE

## Security Storage Company of Washington

TELEPHONE 234-5600  
AREA CODE 202

1701 FLORIDA AVENUE, NORTHWEST  
WASHINGTON, D. C. 20009

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MANAGER, TRAFFIC DIVISION

PAUL WOOD  
MANAGER, INSURANCE DIVISION

TELETYPE 710-822-9499  
CABLE "STORAGE"

March 25, 1975

Nelson Gallery-Atkinson Museum  
4525 Oak Street  
Kansas City, Missouri 64111

Attention: Mr. Marc Wilson

Dear Mr. Wilson:

This letter is to confirm your request that Security Storage Company of Washington, as an agent for Allied Van Lines, effect transportation of packaged plexi-glass from the National Gallery of Art, 6th & Constitution Avenues, N.W., Washington, D.C., to the above address.

Enclosed is an Allied Van Lines Order for Service. I ask that you complete it, paying particular attention to the area of dates, valuation, and destination address. Sign and return it to me in the enclosed envelope. Please note that the loading is scheduled for April 6th, the delivery either April 7th or 8th, and that the shipment is moving as exclusive use of a 3000 cubic foot vehicle which converts to 21000 pound minimum.

As to charges, we enclose a completed Allied Van Lines Estimated Cost of Services. The I.C.C. requires that charge account shipments be authorized by either a Letter of Authorization or Purchase Order giving full billing instructions and certifying payment of all charges. Without either of these documents the shipment must go forward on a C.O.D. basis.

Additionally as required by the Interstate Commerce Commission we enclose the brochures entitled "General Information for Shippers" BOp 103, Advisory #4, and the Allied Van Lines 1974 Performance Report. As to the latter, remove the last page, sign, and return it with the Order for Service.

*Goodwill*



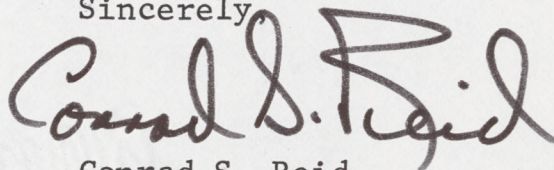


Nelson Gallery-Atkinson Museum  
March 25, 1975  
Page -2-

I contacted Mr. John Hand at the National Gallery and he is arranging for me to visit the Gallery in the very near future to see just what is involved. It is my understanding that you have contracted with a firm to perform the necessary packaging of the plexi-glass. At present we are not aware of any packing services that must be performed by our firm.

My direct dial here in Washington is (202) 797-5615 should you have any questions concerning the above. It is our pleasure to be of service to you and you may rest assured that your orders will receive our finest attention.

Sincerely

A handwritten signature in dark ink, reading "Conrad S. Reid". The signature is fluid and cursive, with the first name "Conrad" and last name "Reid" clearly legible.

Conrad S. Reid  
Assistant Vice President

CSR:bls

Enclosures:a/s



Mr. Mai (instead of Lewis) 3/27/75  
" Li - ( " of Wu)

Back about haste

1) Parkhurst / 2) Hand

3) conv = safety of objects

? if remaining open after 9 PM Sign  
for last minute receivers?

month with Palmer = State Dept Rep.

BRIEFING REQ

4PM



MEMORANDUM

July 16, 1975

TO: Sherwood Songer  
FROM: Marc F. Wilson  
SUBJECT: REHABILITATION SCHEDULE

cc: Laurence Sickman  
Ross Taggart  
Ralph Coe  
Ellen Goheen

After our discussions yesterday with Mr. Vickers, it is my understanding that we will proceed with the rehabilitation work in the following general order. The South corridor, being very little damaged by the installation of the Chinese Exhibition, can easily be rehabilitated temporarily and re-installed, again on a temporary basis, until sometime around mid-September or October, when permanent rehabilitation can begin on these facilities. The corridor itself, galleries XIII, XIV, XV, XVI, XVII and XVIII are to be ready today for reinstallation. Gallery XI will not be ready for re-installation until tomorrow. Gallery XII will be used for interim furniture storage. Following the above, rehabilitation work will be directed to the Central and South Loan Galleries. Please work first on the Central Loan Gallery, as it is needed by July 30 for the installation of a print exhibition scheduled to open on Sunday, August 3.

Next, rehabilitate the North Loan Gallery.

Next, rehabilitate Galleries I, III, IV and V and the North Corridor.

Next, efforts should be redirected to the South Corridor and adjacent Galleries. Hopefully this final phase of rehabilitation can be completed around mid-October to the first of November.



July 16, 1975

Professor Saul Weinberg  
Department of Art, Jesse Hall  
University of Missouri  
Columbia, Missouri 65201

Dear Professor Weinberg:

I hope you will forgive our long delay in writing to you about the sale of cases from The Chinese Exhibition.

We have been fretting and fussing over what to do with them. The upshot of our indecision is to postpone the resolution further until we see what we will need. In view of the forthcoming Campbell soup exhibition and our installation this autumn of the new Crowell wing, where many of the cases can be used, I doubt we will be in a position to tell you what will be available until February. Most of the desirable cases will, moreover, see service in these installations.

I suspect that February will be too late for you and that the demands of your own time table will force you to look elsewhere in the meantime.

I apologize for having wasted so much of your time and effort.

If there is anything I can do for you, please let me know.

Yours sincerely,

Marc F. Wilson  
Curator of Oriental Art

MFW/d



DISPLAY CASES CHOSEN FOR MUSEUM OF ART  
AND ARCHAEOLOGY  
COLUMBIA, MO. 65201

PEDESTAL CASES =

89\*, 90\*, 91\*, 92\*, 136, 139, 204, 310-311,  
312-313, 364.

TOTAL = 10

---

WALL CASES =

79, 80, 125-126, 134-135, 137-138, 141, 146

241, 314-315, 363, 365-367, 372.

(plus # 119)

TOTAL = 12

(13)

---

BUILT-IN CASES =

101-103; 278 and others; 280 and others.

TOTAL = 3

(\*) HIGH PRIORITY



In order to eliminate misunderstanding and costly changes in construction for the installation of "The Chinese Exhibition", the following set of "understandings" has been drawn up. These understandings constitute binding general specifications which may not be altered or disregarded without prior consultation with, and without specific prior approval of the Director of the Gallery.

1. GENERAL - The simplest solution shall be sought and used in every instance, with maximum conformity to the architectural integrity and conception of the existing building.
2. THE GALLERIES - GALLERY I - The walls may not be sheetrocked or covered with upsom board, except for localized areas limited to the display of auxillary graphics. Windows may not be blocked. The marble door surround may not be altered, painted, covered or otherwise transformed from its normally existing condition. The wainscoating, cove and ceiling shall not be altered, or covered over. A false ceiling may not be installed. The cloth walls may be painted. The selection of the color and kind of paint may not be made without the direct prior consultation and then approval of the Director of the Gallery. The gallery may not be carpeted. Lighting shall first be by existing prescolite fixtures and the present system of overhead ambient diffused lighting. The substituting or addition of other kinds of lighting or fixtures shall have the approval of the Director prior to the ordering of said fixtures and ancillary equipment.

GALLERY III - Same as Gallery I, with the exception of the lighting.

It is understood that the cases containing objects 125-126 (located on the northwest diagonal) and objects 127, 129 (attached to the south face of the freestanding case unit may have to be lighted



### Gallery III(contd)

by suspended fixtures. The selection of a track or a panel system of mounting such fixtures shall be made in consultation with and with the approval of the Director of the Gallery and Curator of Oriental Art of the Gallery.

### GALLERY IV - Same as Gallery I, with the exception of the lighting.

It is understood that the cases affixed to the northwest and northeast wall diagonal, as well as the case containing exhibits 137-138 (affixed to the north face of the freestanding case unit), and the free-standing case containing exhibit 139 may have to be lighted by suspended fixtures. The selection and placement of a system of suspension of said fixtures shall be made in consultation with and with the prior approval of the Director of the Gallery and the Curator of Oriental Art of the Gallery.

### GALLERIES XV, XVII, XVIII

Same as Gallery I, with the exception of the lighting. It is understood that certain items (not designated at the moment of this writing) may have to be lighted by suspended fixtures. The selection and placement of a system of suspension of said fixtures shall be made in consultation with and with the prior approval of the Director of the Gallery and Curator of Oriental Art of the Gallery.

### THE NORTH CORRIDOR

The North Corridor shall be blocked with a hollow wall of studding and wallboard at the western marble surround adjacent to the entries to Galleries I and II. This shall be done in such a way as to avoid damage to the marble surround and adjacent walls. The eastern marble surround shall be fitted with a block which will accommodate unobtrusive fire doors. The doors and jambs may be made less obstrusive by the application of a photo-mural, installed in such a way as not to impede



The North Corridor (contd)

the action of the fire doors. The doors shall be fitted with an alarm system which will sound should the doors open. The installation of the doors and jambs should not damage the marble surround or adjacent walls.

The corridor may not be repainted for the exhibition because of plans to rehabilitate and repaint it after the exhibition. The color scheme should take the existing grey walls into account. The selection of colors and kinds of paint to be applied to the temporary construction modules and cases shall be made in consultation with, and with the approval of the Director of the Gallery.

It is understood that a false ceiling consisting of fabric hung from a temporary lattice-work at the level of the cove moulding will be installed. It is further understood that this framework will be installed in such a way as to be secure and yet not cause damage to the moulding, walls or ceiling.

It is understood that the lighting of objects displayed in the North Corridor will be by suspended fixtures. Suspension of the fixtures shall be from appropriate lengths of lighting track affixed to members of the lattice-work used to suspend the false cloth ceiling.

## GALLERY II

A. Sheetrocking and covering with upsom board. It is understood that the following wall areas may not be cover with sheetrock, wall-board or upsom board: The entire west wall; the south wall from its juncture with the west wall to the marble door surround of the entrance to Gallery XX (Central Loan Gallery); the entire east wall westward from its juncture with the temporary case complex containing exhibits 93-96, 99-100, 158-163, etc. It is further understood that these wall areas will not be painted.



## Gallery II (contd)

It is understood that panels of limited and sufficient size to display appropriate "F" exhibits and wall labels may be affixed temporarily to these wall areas in such a way as to avoid any damage to the existing wall coverings. The existence of panels for the display of auxillary graphics may not be interpreted as license to cover these wall areas completely under the pretext of calling them display panels.

It is understood that the wall surface between the northeast corner and the case complex containing exhibits 93-96, 99-100, 158-163, etc. may be covered with sheetrock for consistency of design and that sheetrock may be extended to cover over the marble surround of the doorway between Gallery II and Gallery V.

It is understood that the marble surround of the doorway between Gallery II and Gallery XX will not be covered over, painted, concealed or otherwise altered from its normally existing conditions. The same understanding applies to the marble surround of the doorway between Gallery II and the North Corridor.

CEILINGS IN GALLERY II - It is understood that the circular area containing the display apparatus for the leopards (Exhibits 164 & 165) will have a lowered, false ceiling of dimensional lumber and sheetrock. It is understood that this ceiling will be extended at a height of about twelve feet (at the present uppermost level of the studs) to cover the room space where group XIX is displayed. It is understood that no other area of Gallery II will have false ceilings.

GALLERY XX - (Central Loan Gallery) - The following wall areas may not be sheetrocked, covered with upsom board, painted or otherwise transformed: the entire north wall; the entire west wall; the entire east wall, except where actually accomodating a case. It is further



## Gallery XX (contd)

understood that the south wall will not be sheetrocked, covered over, painted or otherwise transformed between its juncture with the west wall and the temporary wall projecting northward and bearing a case containing items 210-211. It is further understood that the section of the south wall between the temporary freestanding case complex and the triangular case in the southeast corner will not be sheet-rocked, covered over, painted or otherwise transformed.

It is understood that the marble surrounds between Gallery XX and Kirkwood Hall and Gallery II will not be altered, covered over, painted, concealed or in any other way transformed from their presently existing condition.

It is understood that the lighting will make use primarily of presently existing prescolite fixtures. It is further understood that in certain instances the use of suspended fixtures may have to be used to provide supplementary lighting.

The selection of a system of suspension as well as the specific application of these suspended fixtures shall be made in consultation with, and with the approval of the Director of the Gallery and Curator of Oriental Art.

GALLERY XIX - It is understood that the following wall areas will not be sheetrocked, covered with upsom board, painted or otherwise transformed or concealed except where panels are hung to display auxillary graphic material: The south wall from a point about 1-2 feet east of the doorway to the South Corridor; the entire east wall except above the area occupied by the bench.

It is understood that the marble surround to Gallery XVI will be left in its presently existing condition.



## Gallery XIX (contd)

It is understood that no false ceiling will be installed in the room space displaying the procession of horses. It is further understood that lighting of the procession and of photo murals will be by existing prescolite fixtures or by suspended fixtures in the event that existing prescolite fixtures prove insufficient in quantity.

GALLERY XVI - It is understood that no presently existing wall areas will be sheetrocked, covered with upsom board, painted or otherwise altered except in the actual and immediate location of triangular cases built into the northwest and southwest corners and the triangular case at the juncture of the south wall and temporary wall running north and south.

It is understood that the lighting will be a combination of ambient light from the presently existing ceiling and prescolite and suspended fixtures. The method of suspension and application of the suspended fixtures shall be determined in consultation with and with the approval of the Director of the Gallery and Curator of Oriental Art. It is understood that there will be no false ceilings.

GALLERY XI - It is understood that the window may be blocked to achieve dim ambient light. It is understood that the walls, wains-coating and cove may be painted. It is understood that no wall surface may be sheetrocked, covered with upsom board or otherwise altered or concealed except by exhibits 306, 307, and 308 and auxillary graphics. It is understood that there will be no false ceiling except in so far as the central "light chimney" may be construed as a ceiling. It is understood that the room will not be carpeted. It is understood that the lighting of Exhibits 306, 307, 308 will probably use suspended wall-washing fixtures and that the suspension will be by an appropriate



Gallery XI (contd)

length of electrified lighting track and a monopoint or short section of track in the case of Exhibits 307, 308.

THE CHARTREUSE CROSSING - The chartreuse crossing is defined as the intersection of the East Corridor and South Corridor as embraced by Galleries XI, XII, XIII, and XIV and to include all those spaces whose walls are painted chartreuse.

It is understood that no construction or installation or painting of auxiliary graphics will mar the chartreuse paint presently existing. It is further understood that the color scheme will not only take advantage of the presently existing chartreuse walls and even further that the predominant color will be chartreuse.

Since the disposition of Exhibits 318 through 323 appears to lie in a state of flux and previous understandings about their placement appear to have been abandoned without consultation with the Director or the Curator of Oriental Art, it is understood that no construction or alteration of the Chartreuse Crossing may begin, with exception of certain cases already removed, until the disposition of those exhibits has been determined. Such determination shall be made in consultation with the Director of the Gallery and Curator of Oriental Art, and only with their approval shall work begin.

The exact specification of the cases for Exhibits 316 and 317, as well as the treatment of the blank, brown spaces revealed by the removal of wall cases shall be worked out in consultation with the Director of the Gallery and the Curator of Oriental Art, and may not proceed in any form or way without their prior approval.

The treatment of the ceiling and lighting shall be determined in consultation with the Director of the Gallery and Curator of Oriental Art, and work may not proceed without prior approval of them.



SOUTH CORRIDOR & GALLERIES - No construction or alteration may proceed until prior approval of the plans and disposition of the exhibits has the prior approval of the Director of the Gallery and Curator of Oriental Art, with the exception of the clearing of these spaces of works of art.

KIRKWOOD HALL - The floor and walls, where necessary and appropriate shall be covered with heavy gauge plastic sheeting to protect them from damage. The term necessary and appropriate does not imply discretionary authority to eliminate this protective step. Marble columns to be concealed by construction must first be protected with paper padding and then by a layer of polyethylene no thinner than 5 mil. The procedures of protection apply to the bases of these columns.

3. SELECTION OF COLORS - The selection of paint, its color and of fabrics and colors to be used in the installation shall be determined in consultation with the Director of the Gallery and Curator of Oriental Art. Choices having been made, they may not be altered without the prior approval of the Director of the Gallery and/or Curator of Oriental Art.
4. LIGHTING - Where not otherwise specified above, all lighting, application and method of installation shall be determined in consultation with the Director of the Gallery and Curator of Oriental Art and may not proceed without their prior approval.
5. CHANGES - Should changes be made in the drawings; these understandings which affect construction; lighting; electrical wiring; the painting, covering over or alteration of wall areas; the type of ceiling or alteration of existing ones; ~~lighting~~; carpeting; the selection of colors, paints and fabrics; schedules; the placement of graphics; or any other topic mentioned in this set of understandings; the Designer shall inform the Director and/or



5. Changes (contd)

the Curator of Oriental Art, prior to the initiation and planning of it.

6. ALL PRCHASING must be made through the normal existing procedures.

A purchase order number must be secured in advance and the purchase approved in advance by the Director of the Gallery and/or the Curator of Oriental Art. Signature or initialling only constitute approval.

7. CONSULTATION & DETERMINATION - In any consultation or determination, after views and pertinent details have been brought forth clearly, the wishes of the Director of the Gallery and/or the Curator of Oriental Art shall be final and binding and may not be contravened or subverted. Words and terms shall carry their ordinary, common and customary meaning, and may not be willfully misconstrued through resort to sophisticated misinterpretation based upon rare or slang usage or technical interpretations not likely to be understood.